

## Student Deferral Policy

Students can request to defer their studies either while studying a module, or when they are registering for different modules.

Deferring your studies means leaving the programme and returning at a later date (a study break). If you are considering exiting your studies permanently, please refer to the Student Withdrawal policy.

For apprentices, please contact the Head of Apprenticeships in the first instance, as any study break or deferral will need to be considered in consultation with LIBF, employer and, where applicable, the external training provider.

### **Online programmes with self-paced study**

If you are enrolled on an online programme where you decide when you want to start your next module and when you want to register to sit your assessments, you can simply delay registering for your next module until you are ready to commence study again. You will, however, need to ensure that you leave yourself enough time to study and successfully complete all your assessments within your registration period (see item 6 below), which is detailed on your programme specification.

If you have any questions about deferring your studies, you should contact [service@libf.ac.uk](mailto:service@libf.ac.uk).

### **Deferment of Studies for full-time on-campus, MSc Banking & Finance online degrees or blended learning degrees**

Deferring your studies means leaving the programme and returning at a later date, normally the start of the next academic year. Deferrals are normally granted for a maximum period of 13 months, dependent on a student's programme of study.

If a student's studies are being seriously affected either by illness or unforeseen/and or unavoidable personal extenuating circumstances, LIBF has clear procedures on [Special Consideration of extenuating circumstance](#).

### **Deferment of Studies Process**

1. Before applying for a deferral, we would recommend that the student discusses their situation with their support team to determine if a deferral would be appropriate, or if their situation may be considered a [Special Consideration of extenuating circumstances](#).
2. If a student wishes to proceed with a deferral of their studies, they should contact their support team in writing via the appropriate email contact address below:

<a href="#">Undergraduate on campus programmes</a>	hesupport@libf.ac.uk
<a href="#">Postgraduate MENA programmes</a>	libfmena@libf.ac.uk
<a href="#">MSc Banking &amp; Finance online programmes</a>	pgonline@libf.ac.uk
<a href="#">Blended learning degrees</a>	service@libf.ac.uk

3. The support team will, in consultation with the student, understand the reason(s) for deferral and if in agreement, will approve the request.
4. If the deferral is granted, the student will be advised of the fee for which they are liable based on their last date of attendance. Students who wish to defer can seek advice from the support team on their tuition fee liability.
5. The period of deferral will normally be for a maximum period of 13 months.
6. The registration period is the maximum amount of time a student can be registered on a programme, and this will vary depending on the type of programme, the level and if it is full-time or part-time. A deferral will count towards this time period. It is therefore very important that students considering a deferral are aware of this and make sure they can return to and complete the programme within their registration period.
7. Students who have been granted a deferral will not normally be allowed to sit any assessments or take part in any project/dissertation work during their deferral period.
8. There may be changes to a student's programme during an approved period of deferral. Any changes will be confirmed to the student by the relevant support team.
9. Students who have deferred their studies will be contacted by the support team with instructions on how to enrol before the start of the next academic year. Failure to attend classes will not automatically extend a student's deferral period. If a student has not enrolled within 4 weeks of their expected return date, their student record will be closed, and they will automatically be withdrawn from study with LIBF.
10. When a student defers their studies, all marks from completed assessments (whether pass or fail) will be carried forward when the student returns to study.
11. If the deferral is not approved, the student will be expected to continue with the program or put in an appeal, further details of which can be found in LIBF's [Code of Practice Chapter 10: Student Complaints and Appeals](#).

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